

# Closure Letter

**TO:**

\_\_\_\_\_  
*(Parent/Guardian Name, Address)*

**FROM:**

\_\_\_\_\_  
*(BabyNet Office Contact Name, Address)*

**DATE:**

\_\_\_\_\_  
*(Telephone Number)*

**RE: BABYNET SERVICES FOR**

\_\_\_\_\_  
*(Child's Name)*

BabyNet is South Carolina's state early intervention service system. It is designed to provide family-centered, coordinated services to infants and toddlers under age three to help them to improve development and functioning.

Your child's BabyNet file has been closed because:

- ☐ 1. We have not been able to contact you to follow up on BabyNet referral received in our office.
- ☐ 2. We have not been able to contact you after you missed BabyNet intake appointment scheduled for \_\_\_\_\_.
- ☐ 3. You told us that you are not interested in BabyNet services for your child at this time.
- ☐ 4. Your child has missed scheduled appointments with your BabyNet Service Coordinator or other BabyNet service provider and we have not been able to contact you.
- ☐ 5. Other reason: \_\_\_\_\_

A Notice of Child and Family Rights in the BabyNet system is enclosed with this notice.

Please call the BabyNet office if you have questions about this letter or if you want to talk about BabyNet services for your child. You can refer your child again any time before age three if you are interested in BabyNet services.

PLACE LABEL HERE

## INSTRUCTIONS

### Closure Letter

(BN010)

#### A. PURPOSE

The purpose of this form is for DHEC SPOE office *final* notification to the family that the BabyNet record has been closed.

#### B. USES

This form is to be used to notify the family that the BabyNet file has been closed when:

1. The DHEC Intake/Service Coordinator is unable to make contact with family after a referral is received.
2. The DHEC Intake/Service Coordinator is unable to make contact with the family after they fail to keep a scheduled intake/orientation appointment;
3. The parent has declined all BabyNet services during the intake process (prior to completion of an IFSP);
4. The child has missed scheduled appointments for BabyNet services, the service coordinating agency has been unable to contact the family, and the record has been returned to the SPOE office for closure; or
5. Child is otherwise lost to follow up.

The Intake/Service Coordinator must make at least two reasonable attempts to contact the family over at least three days before closing the file (DHEC) or sending the record to DHEC for closure.

When received, DHEC must determine if additional attempts to contact might be successful. No additional attempts (beyond those of the service coordinator) are required.

The closure letter should be sent only after all attempts to contact the family have been completed.

#### C. Instructions

1. Enter child's name, and BabyNet office contact information as indicated.
2. Check reason for notification.
3. Send *Notice of Child and Family Rights in BabyNet System* if not already given to parents. (For example if family misses return appointment for CBA, and Intake Coordinator left Notice of Child and Family Rights at previous visit, second copy can be sent at discretion of the Intake Coordinator.)
4. Note date letter sent in service notes.
5. Close record in BabyTrac.